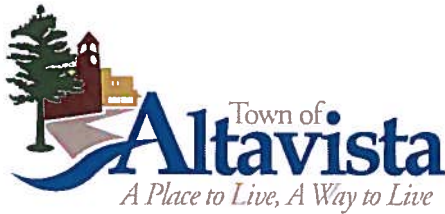


TOWN COUNCIL AGENDA

The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:

- 3) Minutes**
- 4) Check Register**
- 5) Financial Statements**

All other items are included below.

**Mayor**

J.R. "Rudy" Burgess

Vice Mayor

Ronald Coleman

Council Members

Beverley Dalton

Jay Higginbotham

Michael Mattox

William Ferguson

Charles Edwards

Altavista Town Council
July 10, 2012 Regular Meeting Agenda
7:00 p.m. - J.R. "Rudy" Burgess Town Hall

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:30 P.M. Finance Committee Meeting

Regular Council Meeting (7:00 p.m.)

- 1) **Call to Order**
- 2) **Invocation**
- 3) **Approval of Minutes – (Tab 2)**

[Work Session June 12th](#)

[Regular Meeting June 12th](#)

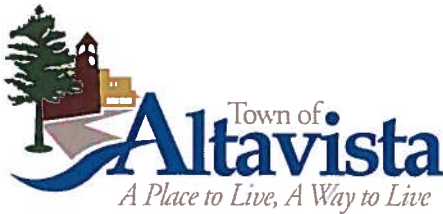
- 4) **[Review of Invoices](#) –(Tab 3)**
- 5) **[Financial Statements](#) (Tab 4)**

[Revenue Report June](#)

[Expenditure Report June](#)

[Reserve Balance/Investment Report June](#)

- 6) **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 7) **SPECIAL ITEMS OR RECOGNITIONS** (Tab 5) (5 minutes)
- 8) **PUBLIC HEARINGS** (Tab 6) (15 minutes)
 - a) [Section 74 – 310 & 311 “Prohibited Trucks – Lynch Mill Road”](#) **POSTPONED**
 - b) [Section 22-43 “BPOL Tax filing deadline”](#)



9) STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Tab 7) (Estimated Time: 20 minutes)

- a) Council Committees
 - i) [Finance Committee \(Coleman\)](#)
 - ii) Police Committee (Mattox)
 - iii) [Public Works Committee \(Ferguson\)](#)
 - iv) Utility Committee (Dalton)
 - v) [PCB Remediation Alternatives Committee \(Higginbotham\)](#)
 - vi) ACTS Advisory Committee
- b) Others
 - i) [Board of Zoning Appeals](#)

10) NEW BUSINESS (Tab 8) (Estimated Time: 10 minutes)

- a) [FY2013 Funding Request – Altavista EMS](#)

11) UNFINISHED BUSINESS (Tab 9) (Estimated Time: 10 minutes)

- a) [VDOT “No Through Truck Route” – Bedford Avenue \(Route 43\)](#)
- b) [Altavista Armory Reuse](#)
- c) [Peer/Service Analysis](#)

12) MANAGER’S REPORT (Estimated Time: 5 minutes)

- a) [Project Updates](#) (Tab 10)
- b) Reports (Tab 11)
 - i) [Departmental](#)
 - ii) Others
- c) Other Items as Necessary
- d) Informational Items (Tab 12)

13) Matters from Town Council

14) CLOSED SESSION – If one is called, the General Statute(s) allowing the Closed Session will be cited in the motion.

§ 2.2-3711 (A) (1)

- “Discussion of the annual performance evaluation of the Town Manager”
- “Discussion and/or consideration of prospective appointments to Planning Commission and Board of Zoning Appeals.”
- “Discussion of prospective candidates for employment for public officers, appointees or employees of any public body.”



§ 2.2-3711 (A) (5)

- “Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community”.

15) Adjournment

Notice to comply with Americans with Disabilities Act: *Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk’s Office. For assistance, please contact the Town Clerk’s Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.*

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



Town of Altavista

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 8a

Attachment #: Tab 6

Meeting Date: July 10, 2012

Agenda Placement: Public Hearings (Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: ~~Section 74-310 & 311 "Prohibition of trucks on certain town streets"~~
(POSTPONED)

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

The previously scheduled public hearing regarding the proposed ordinance amendment prohibiting trucks on certain streets of town has been postponed. Council and staff will review and consider possible changes to the draft ordinance and decide when/if to conduct a public hearing.

Sorry for any inconvenience.

Recommendations, if applicable:

Staff recommendation, if applicable:

Action(s) requested or suggested motion(s):

Staff Review Record _____

Are there exhibits for this agenda item?

List them in order they appear in the packet:

Department head initials and comments, if applicable:

Town Manager initials and/or comments:



Town of Altavista

Town Council Meeting Agenda Form

Meeting Date: July 10, 2012

Town Clerk's Office Use:

Agenda Item #: 8b

Attachment #: Tab 6

Agenda Placement: Public Hearings

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Section 22-43 "BPOL Tax filing deadline"

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

The Finance Committee has discussed the possibility of amending the due date for Business, Professional and Occupation License filings and tax payments. The existing deadline is March 1st, which can provide a hardship on businesses to get their paperwork in order to file during the busy "tax season". The State Code allows for the filing deadline to be as late as May 1st, accordingly the Finance Committee has recommended that the attached ordinance amendment be considered for adoption.

Recommendations, if applicable:

Finance Committee recommends approval

Staff recommendation, if applicable:

Approval

Action(s) requested or suggested motion(s):

Motion adopting the proposed changes to Section 22-43 of the Town Code in regard to the BPOL tax filing and payment deadline being changed from March 1st to May 1st.

Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: **proposed ordinance amendment**

Department head initials and comments, if applicable:

Town Manager initials and/or comments: **jwc**

An Ordinance to repeal, amend and re-ordain Section 22-43 of the Code of the Town of Altavista, 1968, relating to requirements; filing and payment of tax.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 22-43 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 22-43. Requirements; filing and payment of tax.

(a) *Application.* Every person engaging in the town in any business, trade, profession, occupation or calling (collectively in this article "a business") as defined in this article, unless otherwise exempted by law, shall apply annually for and obtain a license for each such business if:

- (1) Such person maintains a definite place of business in the town;
- (2) Such person does not maintain a definite place of business anywhere but resides in the town; or
- (3) There is no definite place of business in the town, but such person operates amusement machines, is engaged as a peddler or itinerant merchant, or operates a carnival or circus as specified in Code of Virginia, §§ 58.1-3717, 58.1-3718, or 58.1-3728, respectively, or is a contractor subject to Code of Virginia, § 58.1-3715, or is a public service corporation subject to Code of Virginia, § 58.1-3731.

A separate license shall be required for each definite place of business and for each business. A person engaged in two or more businesses or professions carried on at the same place of business may elect to obtain one license for all such businesses and professions if all of the following criteria are satisfied:

- a. Each business or profession is subject to licensure at the location and has satisfied any requirements imposed by state law or other provisions of the ordinances of the town;
- b. All of the businesses or professions are subject to the same tax rate, or, if subject to different tax rates, the licensee agrees to be taxed on all businesses and professions at the highest rate; and
- c. The taxpayer agrees to supply such information as the assessor may require concerning the nature of the several businesses and their gross receipts.

The license application shall be on forms prescribed by the assessing official and shall require information as to the applicant's gross receipts and such other information deemed necessary by the assessing official to determine the correct amount of tax due.

(b) *Filing date; term of license.* Each person subject to a license tax shall apply for a license prior to beginning business if he or she was not subject to licensure in the town on or before January 1 of the license year, or no later than ~~March~~ May 1 of the current license year if he or she had been issued a license for the preceding license year. The term of the license shall begin January 1 and end December 31 of each year.

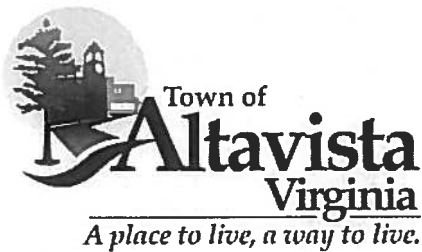
- (c) *Due date of tax.* The tax shall be paid with the application in the case of any license not based on gross receipts. If the tax is measured by the gross receipts of the business, the tax shall be paid on or before ~~March~~ May 1.
- (d) *Extensions for filing application.* The assessing official may grant an extension of time, not to exceed 90 days, in which to file an application for a license, for reasonable cause. The extension shall be conditioned upon the timely payment of a reasonable estimate of the appropriate tax; the tax is then subject to adjustment to the correct tax at the end of the extension, together with interest from the due date until the date paid and, if the estimate submitted with the extension is found to be unreasonable under the circumstances, a penalty of ten percent of the portion paid after the due date.
- (e) *Penalties.* A penalty of ten percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date. Only the late filing penalty shall be imposed by the assessing official if both the application and payment are late; however, both penalties may be assessed if the assessing official determines that the taxpayer has a history of noncompliance. In the case of an assessment of additional tax made by the assessing official, if the application and, if applicable, the return were made in good faith and the understatement of the tax was not due to any fraud, reckless or intentional disregard of the law by the taxpayer, there shall be no late payment penalty assessed with the additional tax. If any assessment of tax by the assessing official is not paid within 30 days, the treasurer or other collecting official may impose a ten percent late payment penalty. The penalties shall not be imposed, or if imposed, shall be abated by the official who assessed them, if the failure to file or pay was not the fault of the taxpayer. In order to demonstrate lack of fault, the taxpayer must show that he or she acted responsibly and that the failure was due to events beyond his or her control.
- (1) The term "acted responsibly" means that:
- a. The taxpayer exercised the level of reasonable care that a prudent person would exercise under the circumstances in determining the filing obligations for the business; and
 - b. The taxpayer undertook significant steps to avoid or mitigate the failure, such as requesting appropriate extensions, where applicable, attempting to prevent a foreseeable impediment, acting to remove an impediment once it occurred, and promptly rectifying a failure once the impediment was removed or the failure discovered.
- (2) The term "events beyond the taxpayer's control" includes, but is not limited to, the unavailability of records due to fire or other casualty; the unavoidable absence (e.g., due to death or serious illness) of the person with the sole responsibility for tax compliance; or the taxpayers reasonable reliance in good faith upon erroneous written information from the assessing official, who was aware of the relevant facts relating to the taxpayer's business when he or she provided the erroneous information.
- (f) *Interest.* Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment. Whenever an assessment of additional or omitted tax by the assessing official is found to be erroneous, all interest and any penalties charged and collected on the amount of the assessment found to be erroneous shall be refunded, together with interest on the refund from the date of payment or the due date, whichever is later. Interest shall be paid on the refund of any tax paid under this article from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under Code of Virginia, § 58.1-3916. No

interest shall accrue on an adjustment of estimated tax liability to actual liability at the conclusion of a base year. No interest shall be paid on a refund or charged on a late payment, provided that the refund or the late payment is made not more than 30 days from the date of the payment that created the refund, or the due date of the tax, whichever is later.

(g) Willful acts.

- (1) *Willful failure to file and obtain license.* Any such person who shall willfully fail or refuse to file a license application and obtain a license when due shall be guilty of a class 3 misdemeanor. Failure to file an application and obtain a license within 15 days after service upon such person of a written notice of the requirement to file an application and obtain such license shall constitute willful failure or refusal to so file and obtain such license.
- (2) *Willful failure or refusal to supply information; supplying false information.* Any such person who shall willfully fail or refuse to supply, when requested any information necessary to the town in order to properly assess or calculate the taxes due under the provisions of any section of this chapter or chapter 70 of this Code, or who shall make false statements with the intent to defraud in an application filed or otherwise, supply false information with such intent shall be guilty of a class 3 misdemeanor. Failure by such person to provide information necessary to the town to calculate the amount of tax due within 15 days after service upon such person, of a written notice of the requirement to do so shall constitute willful failure or refusal to do so.
- (3) *Willful violation of regulations.* Any such person who shall willfully violate any regulation promulgated by the assessing official pursuant to authority conferred by this article shall be guilty of a class 3 misdemeanor. Failure by such person to cease and desist from such violation within 15 days after service upon such person of a written notice of the violation and the action required to comply with such regulation shall constitute willful failure or refusal to do so.
- (4) *Violation of this subsection (g) does not excuse tax.* A conviction for a violation under this subsection (g) shall not in any case relieve any such taxpayer from the payment of the tax prescribed or of the monetary penalties imposed for failure to pay such tax.

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.



Town of Altavista, Virginia
Town Council Package

Agenda Tab: 7
Agenda Item: 9a(i)

FINANCE COMMITTEE REPORT



The Finance Committee did not meet at its regularly scheduled time in July. The budget amendments were not finalized at that time. The Committee will meet at 6:30 p.m. on Tuesday, July 10th to review the budget amendments, which are attached.

I: Budget Amendments – Year End (*Action Requested*)

The budget amendments are enclosed in your packet. These amendments are for the year ending June 30, 2012 and this is a routine process that occurs prior to the audit.

Possible Motion/Action will be dependent upon discussion.

II: Information Items

Attached are the Reserve Fund Balance Report and the CIP Update.

[illegible]

FY 2012 CAPITAL IMPROVEMENT SUMMARY
AS OF JUNE 30, 2012

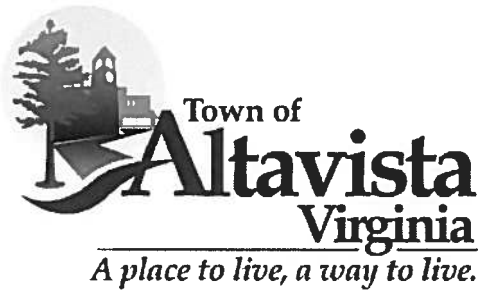
	ACCOUNT NUMBER	Original Budget	Amended Budget	Final Budget	Actual YTD
Administration					
EDP Equipment Replacement	010-1101-401.81-04				
Upgrade As400		\$ 40,700.00		\$ 40,700.00	\$ 36,189.94
IBM printer for computer room		\$ 5,500.00		\$ 5,500.00	\$ 5,225.00
DEPT. TOTAL		\$ 46,200.00		\$ 46,200.00	\$ 41,414.94
Non-Departmental					
Cent. Bus. District	010-9103-803.81-30				
VDOT TEA 21 Matching Grant		\$ 569,800.00	\$ 83,000.00	\$ 652,800.00	\$ 397,119.73
TOTAL		\$ 569,800.00	\$ 83,000.00	\$ 652,800.00	\$ 397,119.73
Avoca Museum	010-9105-801.81-30				
Cleaning/staining/sealing of floors		\$ 17,000.00		\$ 17,000.00	
Avoca kitchen floors					\$ 1,538.10
					\$ 10,875.00
					\$ 1,123.00
Dry pipe fire suppression - museum		\$ 42,000.00		\$ 42,000.00	
Dry pipe fire suppression - visitor's center		\$ 21,000.00		\$ 21,000.00	\$ 60,290.00
Dry pipe fire suppression - visitor's center					\$ 3,550.00
					\$ 4,008.33
TOTAL		\$ 80,000.00		\$ 80,000.00	\$ 81,384.43
DEPT. TOTAL		\$ 649,800.00	\$ 83,000.00	\$ 732,800.00	\$ 478,504.16
Police					
Police Vehicle	010-3101-501.81-02	\$ 31,400.00		\$ 31,400.00	\$ 31,170.01
2011 Ford Explorer					
Machinery & Equipment Replacement	010-3101-501.81-06	\$ 6,100.00		\$ 6,100.00	\$ 5,935.74
Glock pistols - Model 22					
Capital Outlay - Communication Equip/New	010-3101-501.82-10	\$ 21,000.00		\$ 21,000.00	\$ 20,917.00
Speed Monitor Trailer					
DEPT. TOTAL		\$ 58,500.00		\$ 58,500.00	\$ 58,022.75
Public Works					
Motor Vehicles & Equipment / Replacement					
Replace 1999 flat bed truck	010-4101-601.81-02	\$ 90,000.00		\$ 90,000.00	\$ 86,353.50
Replace 1997 3/4 ton pickup					

FY 2012 CAPITAL IMPROVEMENT SUMMARY
AS OF JUNE 30, 2012

010-4101-601-81-02									
Storm water improvements (Downtown)	010-4101-601.81-36	\$	12,400.00			\$	12,400.00	\$	74,028.42
* Materials & Improvements / Parks & Recreation	010-4104-602.81-26	\$	25,000.00			\$	25,000.00	\$	130,769.77
Shop Renovations	010-4101-601.81-18				\$ 20,325.00	\$	20,325.00	\$	20,325.00
DEPT. TOTAL		\$	127,400.00		\$ 20,325.00	\$	147,725.00	\$	311,476.69
Transportation Dept.									
<i>Motor Vehicle - Replacement</i>	010-6101-403.82-06								
Upgrade Electrical Service at PW		\$	4,000.00			\$	4,000.00		
Tire changer & balancer, scan tool, creaper, washer		\$	9,200.00			\$	9,200.00	\$	10,762.57
Computer, cabinet, software purchase & upgrade		\$	5,600.00			\$	5,600.00	\$	5,320.04
Fare box		\$	1,200.00			\$	1,200.00	\$	1,095.10
DEPT. TOTAL		\$	20,000.00			\$	20,000.00	\$	17,177.71
Highway Fund 20									
<i>Improvements Other than building - New</i>	020-4101-608.82-30	\$	150,000.00		\$276,363.00	\$	426,363.00	\$	438,648.62
Amherst storm water project and the									
Broad Street sidewalk project									
Lynch Road Bridge Replacement									
DEPT. TOTAL		\$	150,000.00		\$ 276,363.00	\$	426,363.00	\$	438,648.62
LIBRARY (FUND 30)									
None									
Water									
<i>Machinery & Equipment / Replacement</i>	050-5010-701.81-06								
Replace Chemical Pump		\$	9,000.00			\$	9,000.00	\$	5,359.68
Replace 1/2 roof on main building		\$	60,000.00			\$	60,000.00	\$	13,252.00
Replace solids tank submersible pumps (2)		\$	16,000.00			\$	16,000.00	\$	10,025.00
Downtown Infrastructure		\$	244,400.00		\$ 126,900.00	\$	371,300.00	\$	30,233.52
Replace Staunton River raw water pump		\$			\$ 30,000.00	\$	30,000.00	\$	27,950.00
DEPT. TOTAL		\$	329,400.00		\$ 156,900.00	\$	486,300.00	\$	86,820.20
Wastewater									
<i>Machinery & Equipment / Replacement</i>	050-5110-702.81-06								
Roof replacement 5 buildings		\$	30,000.00			\$	30,000.00	\$	-
Biochemical Oxygen Demand Incubator		\$	9,000.00			\$	9,000.00	\$	-
Replace Deionizer Water Unit for main lab		\$	8,000.00			\$	8,000.00	\$	3,885.44
Overhaul motor in 1992 international dump truck		\$	23,500.00			\$	23,500.00	\$	-
Replacement of 40hp pump & motor at pump station		\$	22,500.00			\$	22,500.00	\$	-

FY 2012 CAPITAL IMPROVEMENT SUMMARY
AS OF JUNE 30, 2012

Downtown Infrastructure		\$	551,700.00	\$ 103,000.00	\$	654,700.00	\$	48,025.55
Motor Vehicle / New	050-5110-702.82-02							
Replace 1994 1/2 ton GMC pickup		\$	27,000.00		\$	27,000.00	\$	23,681.80
DEPT. TOTAL		\$	671,700.00	\$ 103,000.00	\$	774,700.00	\$	75,592.79
C.I.F (FUND 70)								
CDBG Expenses for downtown improvements	070-9102-801.50-82	\$	-	\$ 79,000.00	\$	79,000.00	\$	79,212.01
CEMETERY (FUND 90)								
None								
GRAND TOTAL		\$	2,053,000.00	\$ 718,588.00	\$	2,771,588.00	\$	1,586,869.87
* Some expenses will carry over to FY 2013								



Town of Altavista, Virginia
Town Council Package

Agenda Tab: 7
Agenda Item: 9a iii

PUBLIC WORKS COMMITTEE REPORT



The Public Works Committee met on Monday, June 28, 2012 to discuss items on their agenda, an update follows:

- A: Bedford Avenue streetlights: Over the past several years, Council has discussed the possibility of installing streetlights along Bedford Avenue between Beverly Heights and River Road. As you know, Dominion Power installed poles in this area as part of a project that connected the Holly Hills subdivision to power from the Bedford Avenue direction. In previous efforts, staff worked with Region 2000 in regard to the possibility of being included in a pilot project for “smart lights”, but unfortunately our location was not chosen. The Public Works Committee had asked staff to bring this item back to them for further consideration. There are four poles in this area, with approximately 250 feet between each pole. The last figures from Dominion indicate that the cost for streetlight installation would be a one-time cost of \$7,000, due to the need to install a transformer, and a monthly fee of approximately \$12.00 per light. The lights would be 14,000 lumen sodium vapor lights. The Public Works Committee recommends that this project be approved.

MOTION: “I move that the Bedford Avenue streetlights as indicated be approved”.

- B: Updates:

Staff updated the Committee on the following items but no action is being requested of Council at this time:

- Paving on Amherst Avenue – Should occur later in the year in an effort to give the utility trenches time to settle.
- VDOT Annual Road Inspection
 - *VDOT performed the annual road inspection in June, the results will be forthcoming. The inspector was very complimentary of the Town and the manner in which we maintain the streets.*

Members present: Ferguson and Burgess

WWTP PCB Bio-Remediation Alternatives Committee

UPDATE REGARDING ON-GOING ACTIVITIES:

- Dr. Sower's implemented his "field pilot test" in late June.
- Town received letter from DEQ stating their concerns/position regarding our on-going research and enrollment in the Voluntary Remediation Program (VRP). (Letter Attached)
- Staff working with Mirimichi to obtain sludge samples for off-site "bench scale studies" to confirm the applicability of their process.

Due to the extreme heat and lack of rain the Emergency Overflow Pond water level has dropped.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

TDD (804) 698-4021

www.deq.virginia.gov

Douglas W. Domenech
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

June 28, 2012

Waverly Coggsdale, Town Manager
Altavista Town Hall
510 Seventh Street
PO Box 420
Altavista, Virginia 24517

Dear Mr. Coggsdale,

The purpose of this letter is to bring to your attention the Department of Environmental Quality's (DEQ) concern with ongoing activities at the wastewater treatment plant emergency overflow pond (pond). The Town of Altavista (Town) sought eligibility for the pond and was accepted into the DEQ Voluntary Remediation Program (VRP) in December 2002. In June 2006, due to the nature of the materials being addressed, the Town sought and received a waiver from the United States Environmental Protection Agency (EPA) to address the PCBs in the pond through the VRP rather than under the authorities of the Toxic Substances Control Act (TSCA). In the ensuing six years, DEQ has worked patiently with the Town as it discussed and evaluated options to obtain remedy completion.

Most recently the Town has begun conducting pilot studies of phyto-remediation (Phyto) technology as a remedy to address PCB contamination. While this technology has proven successful in certain applications, such as addressing heavy metal contamination, less is known on its ability to provide for the timely remediation of PCBs. It is our position that Phyto will not result in reasonable progress being made towards the completion of the VRP process.

Going forward, the Department has several concerns as outlined below:

- No reasonable timetable/schedule is proposed to achieve the desired endpoint of remediation.
- Success is not clearly defined. In other words, clearly defined risk based endpoints are not proposed.
- A lack of good faith efforts to demonstrate both short term and long term progress towards remediation goals.
- Threats to groundwater and the Roanoke River will continue to exist and may be exacerbated should the technology result in a breach in the lagoon liner from a decaying root system. A

breach of the lagoon wall or uncontrolled overflows from a significant rain event may lead to the release of PCBs into surface waters. This site is a contributor to the PCB loading in sediment and is subject to the Department's PCB Total Daily Maximum Load (TMDL) for long term source reductions. The proposed approach may not meet the TMDL reductions called for in the Roanoke River PCB TMDL (2009). DEQ views the proposed application of Phyto as research, whereas the purpose of VRP is to voluntarily address sites using accepted techniques which will result in a predictable end point.

By DEQ's acceptance of this project into the VRP, the Department acknowledges that "clean up is not mandated under any current legal authority." However, we have neither the resources nor the expertise to evaluate and/or comment on this type of project. VRP staff remains willing to discuss traditional approaches with defined human health and ecological risk based endpoints.

Please feel free to contact me at 804-698-4192.

Sincerely,

A handwritten signature in black ink, appearing to read "Durwood H. Willis". The signature is fluid and cursive, with the first name "Durwood" being more prominent.

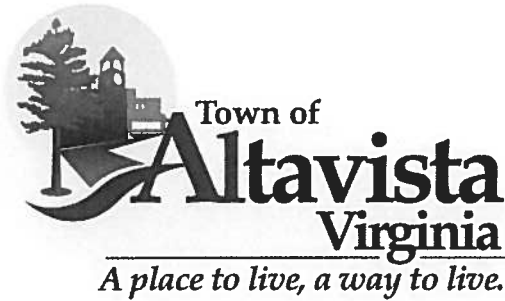
Durwood H. Willis

Director, Office of Remediation Programs

cc: Abraham Ferdas, EPA Region III
Robert Weld, DEQ/BRRO

Commissioners

Wilson Dickerson, Chair
Johelen Martin
Leslie Pugh
David Sease, Jr.
Phillip Webb



Town Planning Staff

Dan Witt

Town of Altavista Board of Zoning Appeals
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

July 10, 2012

Dear Council Members,

The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report for the 2011 activities. The BZA met to review the Town Code sections that are applicable to its function and reviewed requirements for approving an appeal. Mr. Wilson Dickerson was reelected as the Chairman of the board and staff was asked to fill the role of secretary.

The board did not hear any appeals in 2011. Mrs. Johelen Martin was the only board member whose term expired in 2011, and she was reappointed to a five year term until August 31, 2016.

Thank you for the continued opportunity to serve the Town of Altavista Town Council and its citizens.

Wilson Dickerson

Wilson Dickerson,
Board of Zoning Appeals Chairman

July 10, 2012

Date



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: July 10, 2012

Town Clerk's Office Use:

Agenda Item #: 10a

Attachment #: Tab 8

Agenda Placement: New Business (Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations).
Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: FY2013 Funding Request – Altavista EMS

Presenter(s): Finance Director

SUBJECT HIGHLIGHTS

Last month, the Town received correspondence from the Altavista EMS requesting the approved FY2012 funding that was included in the budget. With the receipt of their audit, the funding was forwarded to them.

Per the attached letter, Altavista EMS was advised that although they had missed the budget process, if they would like to be considered for funding during FY2013, they should complete the necessary forms and appear at the July 10th Council meeting. As of today, no paperwork has been returned.

Recommendations, if applicable:

Staff recommendation, if applicable:

Approve funding for the Altavista EMS in the amount of \$1,000.

Action(s) requested or suggested motion(s):

Motion requesting staff to create a Budget Amendment for this request and bring to the Finance Committee in August.

Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: **EMS letter; Letter to EMS**

Department head initials and comments, if applicable: **tcs**

Town Manager initials and/or comments: **jwc**



A place to live, a way to live.

June 8, 2012

P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

Altavista EMS
P. O. Box 1
1510 Main Street
Altavista, VA 24517

Dear Mr. Jason A. Bradner:

Thank you for providing the financial statement for Altavista EMS as of April 30, 2011. Enclosed you will find a contribution in the amount of \$1,000.00.

The budget process for Fiscal Year 2013, which covers the period of July 1, 2012 – June 30, 2013, included completing a Community Agency Request for Funding Form for organizations requesting funding for the upcoming fiscal year. These forms were mailed out in January 2012 and were due from organizations on or before February 1, 2012. We did not receive this form from Altavista EMS and therefore no contribution was included in the Town's FY 2013 budget.

If your organization is requesting funding for Fiscal Year 2013, please complete the attached form and return to the Treasurer no later than June 29, 2012. We also ask that a representative from your organization attend the July Council Meeting scheduled for Tuesday, July 10, 2012 at 7:00 p.m. at the Town Hall in Council Chambers to request funding for Fiscal Year 2013 as well as answer any questions Council may have regarding your need for funding.

Also, funding to your organization will require submission of your annual audit for FY 2011 upon completion.

In the future, you will need to submit a funding request at the appropriate time to be considered.

Your assistance is greatly appreciated. If you have any questions, please contact me.

Thank you again for your kind assistance.

Sincerely,

Tobie C. Shelton
Treasurer



ALTAVISTA EMS

P.O. BOX 1 • 1510 Main Street

ALTAVISTA, VA 24517

EMERGENCY 911 • Phone (434) 369-4716 • Fax (434) 369-4306

E-mail: AltavistaEMS@AltavistaEMS.com

website: www.AltavistaEMS.com

Waverly Coggsdale III – Town Manager

P O Box 420

Altavista, VA 24517

May 30, 2012

Dear Waverly,

It has recently come to my attention that we apparently did not forward a copy of our previous audit to the Town for release of the yearly donation from the Town of Altavista for the town's fiscal year July 1, 2011 – June 30, 2012. Please find attached a copy of this audit statement for Altavista EMS.

We appreciate the continued support of the Town and pride ourselves in providing a superior level of Emergency Medical Services to the Town, it's residents and visitors. If you should need any further information from us, please do not hesitate to contact me at 434-841-0012 or Mark Moss at 434-944-2645.

Sincerely,

Jason A. Bradner / President

cc: Mark Moss – Executive Vice-President



Town of Altavista

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 11a

Attachment #: Tab 9

Meeting Date: July 10, 2012

Agenda Placement: Unfinished Business (Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: VDOT "No Through Truck Route" – Bedford Avenue & "Truck Prohibitions on Certain Town Streets"

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Last month, Council was briefed by Jerry Harter, VDOT Traffic Engineer, regarding the process of requesting a No Through Truck Route on VDOT maintained streets in the Town limits. At that time, Council decided it would consider the information presented and determine what course of action was needed.

At this time, staff is seeking direction in regard to this item.

- Options:
- 1) Request VDOT to perform a traffic study; or
 - 2) Request staff to schedule a public hearing to adopt a resolution requesting VDOT to consider a No Through Truck Route; or
 - 3) Determine not to proceed with this issue.

In addition, Council may want to decide the direction they would like to proceed with the "Truck Prohibitions on Certain Town Streets". (Earlier the public hearing was postponed on this subject.)

Recommendations, if applicable:

Staff recommendation, if applicable:

Action(s) requested or suggested motion(s):

Staff Review Record

Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

Town Manager initials and/or comments: **jwc**



Town of Altavista

Town Council Meeting Agenda Form

Meeting Date: July 10, 2012

Town Clerk's Office Use:

Agenda Item #: 11b

Attachment #: Tab 9

Agenda Placement: Unfinished Business (Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Armory facility reuse update

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Below is a chronological sequence of events that have occurred over the past 18 months in regard to Altavista Armory and potential reuse of the facility.

- December 2010 Town Council directed staff to develop RFP for "Facility Condition Assessment"
- January 2010 – Draft RFP document reviewed by Council, RFP issued.
- February 2010 – Proposals received and reviewed by a committee.
- March 2010 – Council votes to delay the RFP process and seek "free pre-assessment".
- June 2010 – Council presented with power point and information (pre-assessment)
- No action taken on the Armory issue.
- Council asks the Altavista Economic Development Authority to seek interest from individuals for reuse of the facility, primarily as an "assisted housing facility".
- AEDA issues Request for Information and no responses are received.

At this time, staff is seeking direction in regard to this item.

Recommendations, if applicable:

Staff recommendation, if applicable:

Action(s) requested or suggested motion(s):

Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: **Armory Data presentation from June 2010 Council meeting (pre-assessment)**

Department head initials and comments, if applicable:

Town Manager initials and/or comments: **jwc**

Altavista Armory

The Altavista Armory was originally constructed in 1963 and was closed by the Department of Military Affairs in 1996. The facility contains approximately 17,000 square feet and sits on 6.2 acres. Campbell County maintained and operated the facility until informing the Department of Military Affairs in 2008 that they intended to vacate the facility. In the following years, Campbell County negotiated with the Department of Military Affairs and purchased the building and gave it to the Town of Altavista.

A. Overall Facility Condition

1. The building envelope and structure including exterior walls, interior walls and structural roof supporting members appear to be in good to very good condition.
2. There appears to be numerous leaks and roofing is generally in a deteriorated condition
3. The aluminum/glass entrance doors and hardware are in good condition.
4. The windows need to be replaced.
5. The ceramic tile floors and structural glazed tile walls in the toilet rooms while dated are in good condition.
6. The exterior brick veneer appears sound without any significant cracks or settlement.
7. There is no central air conditioning in the building.
8. The central heating system is outdated.

B. Building Components That Need To Be Repaired/Replaced

1. The building **ceilings** are either acoustical tile, plaster, or exposed. The acoustical tile is badly stained from roof leaks and the plaster ceilings have deteriorated. We recommend removing these existing ceilings and replacing them with new suspended acoustical tile ceilings.
The estimated **cost for this work is \$27,000.**
2. The **floor covering** other than the toilet/shower rooms and those with exposed concrete have asphalt tile flooring. This material contains asbestos. This flooring is in poor condition. It needs to be removed and new floor covering installed. This will require abatement of the existing flooring.
Estimated cost of **abatement is \$17,000.**
Estimated cost of a **new vinyl composition tile floor is \$30,000. Total cost \$47,000**
3. The **existing windows are intermediate steel projected windows**, single glazed without any thermal break. There is considerable heat loss thru these windows. These should be removed and replaced. We recommend a fixed aluminum store front system with insulated glazing.
The estimated **cost for this work is \$26,000.** (see photo of recommended window for replacement)
4. All of **existing painted surfaced need to be repainted.**
The estimated **cost for this work is \$20,000.**
5. While the tile in the bathrooms and showers are in sound condition, the **existing toilet partitions are in poor condition.** These should be replaced.
The **estimated cost for this work is \$7,500.**
6. The **existing exterior doors** (other than the front entrance and the boiler room) need to be replaced with panic hardware and new locks.
The **estimated cost for this work is \$4,500.**

7. Approximately **ten (10) interior doors need to be replaced with new hardware**. The remaining need new locks.

The **estimated cost for this work is \$7,500.**

8. The **existing roof** is an old Carlisle .045 non-reinforced EPDM ballasted membrane roof over 1.5" ISO and gyp deck on the gym with steel decking on the remaining lower level roofs. The roofs appear to be 20 or more years old and are in poor condition. The worst sections are around the perimeter where the walls have been stripped in and repaired in the past. This repair effort extended the life of the roof. The upper gym roof has extreme bridging at the walls causing the coping to be pulled away from the walls in some areas. The repair membrane at the base of the walls is tearing, losing adhesion and has numerous holes.

The lower roofs have the same problem at the wall locations. Also many of the pipes and curbs have holes in the base flashing where old repairs were made. I have attached some pictures showing some of the above conditions.

It would be in the best interest of the town to **replace the roofs**. The most economical system would be to re-use the ballast and existing insulation with the addition of a wood fiber recovery board on the gym roof. On the lower roofs, remove the ballast and utilize a Carlisle mechanically fastened .045 reinforced EPDM over fan-fold recovery board and the existing insulation. The **estimated cost of this work is \$67,000.**

9. The **brick work** just below the coping at the high roof (gym) area and at other areas around the building show signs of water penetration. In most cases this appears to have been a result of joint failure in the coping, leaking downspouts or cap on chimney. The replacement of coping and downspouts will stop leaks at these locations. The chimney cap should be replaced and brick work cleaned. The **estimated cost of this work is \$10,000.**

10. The **cast stone at windows of high roof area** has deteriorated. These lintels need to be repaired or replaced. The estimated cost of this work is **between \$7,000 and \$15,000** depending on whether some of the cast stone lintels have to be replaced.

11. The **asphalt paving** around the building has many cracks with weeds growing. Some areas are broken up. We recommend that weed killer be applied to kill existing grass. There is approximately 750 square yards of severely cracked and broken asphalt where water has gotten under the pavement. These areas need to be removed and replaced with 3 inches of new base asphalt. The cracks on the remaining surface of the lot will work back through the new surface mix unless a fabric is used to stop these cracks. It is highly recommended to apply this paving fabric over the remaining pavement and the entire lot be over-layed with 1 ½ inches of surface blacktop. The **estimated cost of this work is \$77,000.**

If the **fenced in area is to be included the additional estimated cost is \$9,400.**

12. Due to the age of the building the following is recommended for the **Plumbing, HVAC and electrical systems:**

Plumbing

Provide new plumbing fixtures in place of existing fixtures.

Provide new water piping throughout the existing building. The existing sanitary sewer line to remain along with the existing kitchen.

The **estimated cost of this work is \$98,000**

HVAC

Demolish existing equipment

Provide new packaged air-conditioning/heating (nat gas) equipment to serve entire building.
Demolition of all existing equipment and ductwork and replace with all new ductwork and new package rooftop units

The **estimated cost of this work is \$193,000**

Electrical

Remove all old fixtures and wiring.

Provide new lighting for entire building

Provide new wiring for entire building

Provide new receptacles for entire building

Provide wiring and equipment as necessary for new electrical service and distribution panels

Provide electrical for new HVAC and other mechanical equipment

Provide new fire alarm system

Provide conduit stubs for telephone/data outlets

The estimated cost for the above work:

The **estimated cost of this Electrical work is: \$150,000**

TOTAL ESTIMATED COST SUMMARY:

• Interior Ceilings	\$27,000
• Floor Covering and asbestos abatement	47,000
• Window Replacement	26,000
• Paint	20,000
• Bathroom Partitions	7,500
• Exterior Doors	4,500
• Interior Doors/hardware	7,500
• Replace Roof	65,000
• Brick work on High roof area	10,000
• Cast Stone at high roof windows (max est.)	15,000
• Asphalt (driving area only)	77,000
• Plumbing	98,000
• HVAC	193,000
• Electrical	<u>150,000</u>
TOTAL ESTIMATE:	\$ 747,500

MAINTENANCE COSTS

ESTIMATED MONTHLY/ANNUAL COSTS FOR UTILITIES

The estimated monthly cost for water and sewer would be based on usage and if the Town will seek payment/reimbursement for this building. Based on data provided by Campbell County the annual cost for water/sewer in FY2006 was \$330 and in FY2007 was \$664. This is the most recent data.

The estimated annual cost to maintain grass and shrubbery is approximately \$3,000 and snow removal for the building is approximately \$200 per snow event.

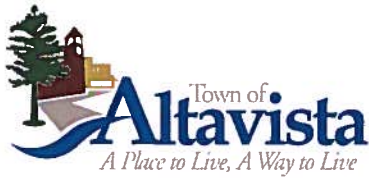
The heating and cooling costs for 13,000 sq feet of space will obviously depend on the usage and common sense approach to zoning out the assembly hall when not in use. This is an estimate that will greatly depend on usage. The previous annual electric bill for the armory when in use was \$4,892.00 in FY2006 and \$3,377 in FY2007 and the Gas/Fuel bill was \$11,404 in FY2006 and \$8,365 in FY2007 (Data provided by Campbell County)

With the upgraded system the estimated monthly heating costs using natural gas (35 degrees down) with electric heat pump (36 degrees up) for the Building is between \$100 / month and \$500/mo with an estimated annual heating cost of \$3600

The estimated annual electric costs for heat pump / lights and cooling the 13,000 sq ft building is estimated between \$700 and \$1400 per month. The estimated annual cost for electricity is \$12,600

For comparison purposes costs for the Town Hall during the same period but also provided FY2010 costs for Town Hall as this data shows a more recent cost for electricity and heating. Campbell County started paying the heating and electricity bills for the Library in FY2008.

		Heating	Electricity	Water/Sewer
SRML Costs				
FY2006		\$ 1,885.00	\$ 7,815.00	N/A
FY2007		\$ 2,600.00	\$ 7,350.00	N/A
FY2010				
Town Hall				
FY2006		\$ 6,270.00	\$ 10,815.00	N/A
FY2007		\$ 5,795.00	\$ 10,160.00	N/A
FY2010		\$ 5,144.00	\$ 10,865.00	N/A



Town of Altavista

Town Council Meeting Agenda Form

Meeting Date: July 10, 2012

Town Clerk's Office Use:

Agenda Item #: 11c

Attachment #: Tab 9

Agenda Placement: Unfinished Business (Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Peer/Service Analysis

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Last month, Councilman Edwards proposed the evaluation of the Town's operations to a peer group of similar localities. The Council appeared to be very supportive of the process, as is staff. It was also suggested that an individual, outside of the town organization, could possibly assist with the process. Mr. Edwards suggested former Town Finance Director/Treasurer Morgan Allen.

At this point, staff would suggest that the Council and staff have a Work Session to focus on the process and the parameters of the analysis. This effort will be sure that the information that is returned is consistent with that which is being requested. In addition, a discussion about the peer group and what needs to be measured and compared will assist staff in moving this process forward.

Staff has read about "Priority Based Budgeting" and would like to research this item. The Town of Christiansburg has implemented Priority Based Budgeting and it assists with budget development.

Recommendations, if applicable:

Staff recommendation, if applicable:

Schedule a Work Session for the development of a scope for the Peer/Service Analysis.

Action(s) requested or suggested motion(s):

Motion scheduling a Work Session on ____ (date/time) ____.

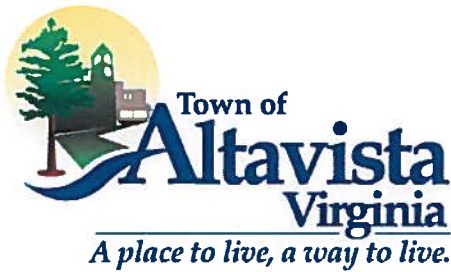
Staff Review Record

Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Department head initials and comments, if applicable:

Town Manager initials and/or comments: **jwc**



PROJECT UPDATE – For Month of June 2012

VDOT Enhancement Project and Downtown Utility Replacement Project

- Work Session with Council was held on Tuesday, June 12th.
- Staff continues to work with the engineers (Wiley Wilson) and VDOT to prepare for a September bid date.

Pittsylvania Avenue Intersection Improvements

- Received agreement from VDOT making this a “locally administered project”
- Wiley Wilson has begun the coordination of the design with the Town’s Infrastructure and Streetscape Project design.
- Continuing to work with Wiley Wilson and VDOT in moving the project toward a bid date (estimated Fall 2012)
- Federal Authorization received. VDOT is working on the Right of Way Acquisition Phase.
- VDOT is negotiating with property owners for right of way.

WWTP Emergency Overflow Pond

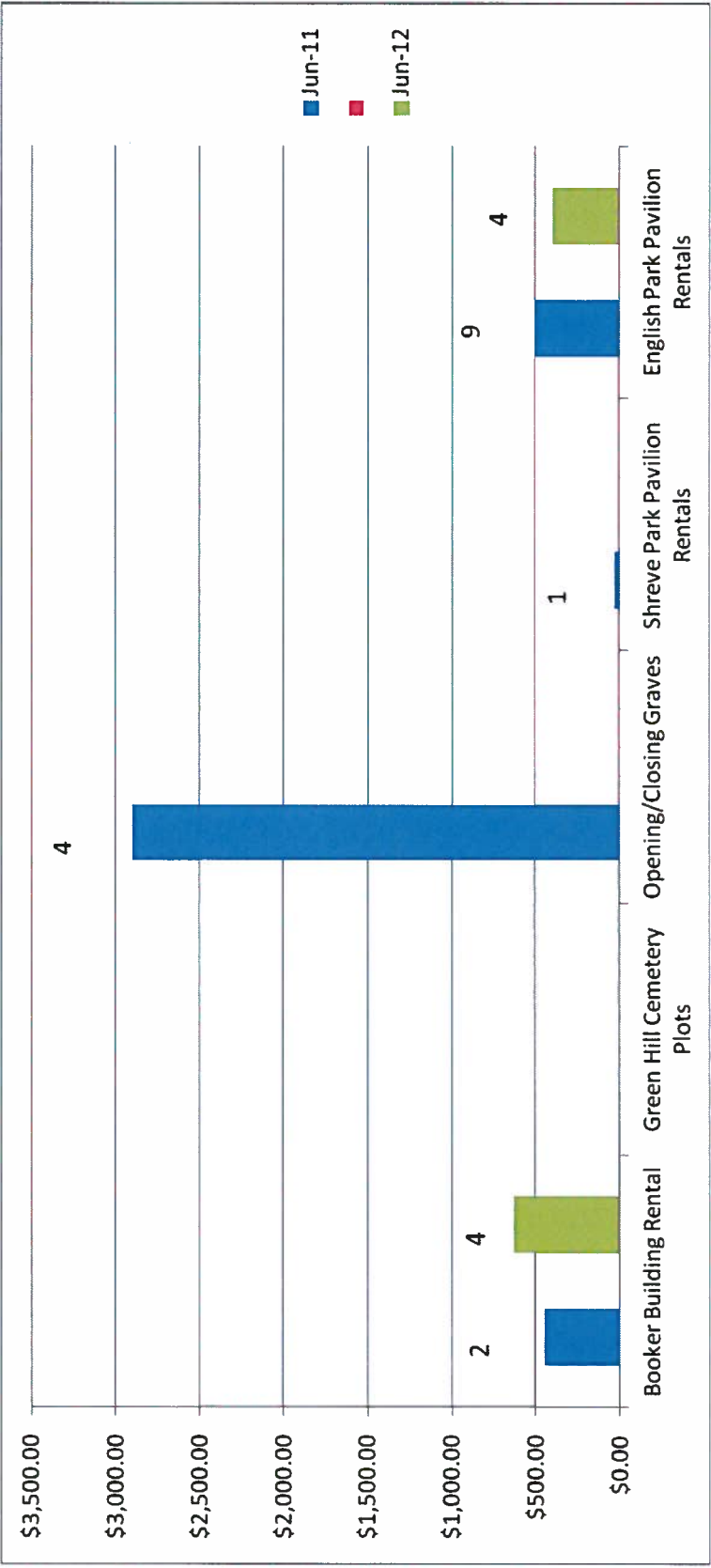
- Dr. Licht has implemented his Pilot Field Study for Phytoremediation.
- Dr. Sower’s has implemented his Pilot Field Study for Bioremediation.
- Mirimichi will be performing an off-site “bench scale study” of the sludge for confirmation regarding their remediation process.
- Letter received from DEQ citing their concerns about the Town’s EOP and our participation in the VRP.

Bedford Avenue Park Improvements

- Playground equipment is installed and open to public.
- East end wall installation scheduled for final week in July.
- Final site work being completed by Town staff.

Public Works Office Project

- The renovations at the Public Works facility are complete.
- The two offices have been occupied and the break room is available for use by the employees.



Town of Altavista

Monthly Business Activity Report

Date 6/29/12

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
				(office use only)	
Philip Petty	1014 Main St	Main Street Buffet	restaurant		6/1/2012
Mark Kessler	621 Main St	Kessler Investment Group	carwash		6-Jun-12
		dba Cardinal Carwash			
Gwen Callahan	1011 Main St #B	The Attic Shelf	retail		30-Jun
Rebecca Colinger	1011 Main St	Rebecca Colinger	retail		30-Jun

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Federal Id or SSN	Close Date

Monthly Report to Council

Date: July 10, 2012
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: June 2012 Activity

1. Zoning/Code Related Matters:

6-Jun	032-12	William Bulerin, 204 Prospect Rd, Hurt, VA	Commercial Tire sales at 901-A Main St.
7-Jun	033-12	Chad Shelton, P.O. Box 580, Hurt VA	Upgrade Electrical service at 904 Main to open business
7-Jun	034-12	Chad Shelton, P.O. Box 580, Hurt VA	Install garage door at 902 Main Street
11-Jun	077-11	Kenneth Brooks, 1704 Telegraph Rd. Gretna VA	Update permit for demolition at 1102 15th St.
11-Jun	036-12	Crowder Indus. Construction, Spartanburg, SC	Temporary construction trailers at 1237 Main St.
13-Jun	035-12	101 Mobility, 2234 S. 17th St. Wilmington, NC	Vertical platform lift at 1033 8th St.
19-Jun	038-12	1st National Bank, P.O. Box 29, Altavista	Temporary ATM location at 1307 Main Street
19-Jun	039-12	I.H. McBride Sign, Lynchburg, VA	Temporary Sign-1st National Bank- 1301 Main Suite J
27-Jun	040-12	James Pike, 885 Franklin Rd. Danville VA	Signage for Wendy's at 167 Clarion Rd. Altavista,

- New owner of the property at 1102 15th Street had the structure removed and took advantage of the 'no interest loan' program through the property maintenance committee and Town Council in the amount of \$4,000. This will be paid back over three years. This is the 4th blighted structure removed in the past 2 years.
- Notice sent to Cilla Brown regarding the abatement of the nuisance at 805 14th Street. Council directed staff to work with Ms. Brown during the meeting she attended in July, 2011, which staff has attempted to do. Initially progress was good, but repairs to the house were going to be more costly than expected and all work has stopped at this site, with nothing accomplished at this site for several months. The public nuisance remains as the porch roof has collapsed, the roof on the house has not been repaired and the house is accessible to the public.

2. Site Plans Reviewed and/or Approved:

- Site plan for signage for Wendy's reviewed and approved.

3. Planning Commission (PC) Related:

- Edited minutes from May meeting
- Prepared packets for July meeting

4. AOT Related

- Attended June board meeting
- Reviewed guidelines and documents to continue no interest loan program that was part of the CDBG

5. **ACTS Relate**

- Completed May billing for operations.
- Validated daily ridership and revenue for bus system- June - total of 2,026 riders, \$400.00 in revenue and 3,831 miles traveled. Included in this are 318 riders and 81 miles traveled for UBD shuttle
- Completed online May monthly reporting to DRPT as required
- Worked with UVA Dialysis center to coordinate rides for wheelchair patient. ACTS will be transporting 3x's weekly
- Worked on required Title VI program and policy
- Completed two driver evaluations and met and discussed with each

6. **Projects and Administrative Related:**

- Updated GIC as needed
- Certified monthly payroll bank statements
- Web site on line, www.altavistava.gov, and now working out kinks and having staff training completed.
- Attended Town Council meeting
- Worked with Fire and Safety to complete the annual fire equipment
- Attended Campbell Economic Development luncheon
- Attended UBD Chamber of Commerce debriefing meeting
- Recertification for 1st Aid & CPR



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JUNE, 2012

CRIME STATISTICS - June 1, 2012 thru June 30, 2012

Crimes Against Persons

For the Month of June, the Town of Altavista Community experienced 3 incidents or a 25 % decrease of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 3 Simple Assaults

Property Crimes

For the Month of June, the Town of Altavista Community experienced 16 incidents or a 14.29 % increase of Property Crimes compared to 14 incidents last year during the same time duration.

- 2 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 1 Counterfeiting/ Forgery
- 4 Destruction/ Damage/ Vandalism of Property
- 3 Shoplifting
- 1 Theft from Motor Vehicle
- 4 All Other Larceny

Quality of Life Crimes

For the month of June, the Town of Altavista Community experienced 7 incidents or a 56.25 % decrease of Quality of Life Crimes compared to 16 incidents last year during the same time duration.

- 3 Drug / Narcotic Violations
- 1 Driving Under the Influence
- 1 Runaway
- 2 All Other Offenses



CRIME STATISTICS - January 1, 2012 thru June 30, 2012 Y.T.D.

Year to date, the Town of Altavista experienced 26 incidents or a 0.00 % increase of Crimes Against Persons compared to 26 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Sexual Assault with Object
- 1 Forcible Fondling
- 3 Aggravated Assault
- 19 Simple Assaults
- 1 Statutory Rape

Year to date, the Town of Altavista experienced 47 incidents or a 52.04 % decrease of Property Crimes compared to 98 incidents last year during the same time duration.

- 6 Burglary/ B& E
- 2 Motor Vehicle Theft
- 2 Counterfeiting/ Forgery
- 1 Embezzlement
- 8 Destruction/ Vandalisms
- 16 Shoplifting
- 2 Theft from Coin Operated Machine
- 1 Theft from Motor Vehicle
- 9 All other Larcenies

Year to date, the Town of Altavista experienced 74 incidents or a 19.57 % decrease of Quality of Life Crimes compared to 92 incidents last year during the same time duration.

- 6 Drug/ Narcotic Violations
- 1 Drug Equipment Violations
- 5 Driving Under the Influence
- 11 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Runaway
- 49 All Other Offenses



Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

Month of June 2012, the Town of Altavista Community experienced 19 incidents or 5.56 % increase in Major Crimes compared to 18 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 73 incidents or a 41.1 % decrease in Major Crimes compared to 124 incidents last year during the same time duration.

The above statistics depict "Shopliftings" (primarily from Wal-Mart) as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

CALLS FOR SERVICE - June 1, 2012 thru June 30, 2012

The Altavista Police Department was dispatched to 358 Calls for Service or a 3.8 % decrease compared to 345 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2012 thru June 30, 2012- Y. T. D.

The Altavista Police Department was dispatched to 1865 Calls for Service or a 8.4 % decrease compared to 2035 C. F. S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - June 1, 2012 thru June 30, 2012

The A.P.D. executed 9 criminal arrests or 30.7 % decrease compared to 13 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED- January 1, 2012 thru June 30, 2012 Y. T. D.

The A.P.D. executed 77 criminal arrests or 31.9 % decrease compared to 113 criminal arrests executed last year during the same time duration.

TRAFFIC CITATIONS ISSUED - June 1, 2012 thru June 30, 2012

The A.P.D. issued 38 traffic summonses or a 22.6 % increase compared to 31 traffic summonses issued last year during the same time duration.



TRAFFIC CITATIONS ISSUED - January 1, 2012 thru June 30, 2012 Y. T. D.

The A.P.D. issued 177 traffic summonses or a 34.2 % decrease compared to 269 traffic summonses issued last year during the same time duration.

TRAFFIC WARNING CITATIONS ISSUED - June 1, 2012 thru June 30, 2012

The A.P.D. issued 10 traffic warning citations to adults and 0 traffic warning citations to juveniles during the month of June.

TRAFFIC WARNING CITATIONS ISSUED - February 1, 2012 thru June 30, 2012

The A.P.D. issued 58 traffic warning citations to adults and 4 traffic warning citations to juveniles year to date.

OFFICER OF THE MONTH – June, 2012

Officer B. K. Davis is named Altavista Police Department's Officer of the Month for June 2012. During the month Officer Davis made numerous traffic and criminal arrests. He also made contacts within the community in furtherance of the department's community oriented policing goals. In addition, Officer Davis organized CERT members to assist citizens in need during the recent power outages experienced by the Town of Altavista.

PERSONNEL TRAINING

Ninety-eight (98) hours of training were afforded to police personnel during the month of June 2012. Blocks of instruction pertained to the following training subjects: Canine Training, (C. E. R. T.) Citizen Emergency Response Team Training, DaPro Training, Field Training, General in-service training, and Legal Update Training.

INVESTIGATIONS CALL OUT

Detective Haugh was called out on two (2) separate occasions to investigate crimes after normal work hours during the month of June.

WHAT'S NEW

The Police Department is partnering with the Campbell County Vocational-Technical Center to host a summer law enforcement program for students in August. We will be providing instructors for this program.



The Altavista/ Campbell County Drug Task Force assisted the DEA Task Force with the surveillance and arrest of a suspect wanted for conspiracy to distribute marijuana and distribution of marijuana.

C.E.R.T. Team members assisted the Altavista Fire Company with providing aid to subjects in need during the recent power outages coupled with the extreme heat experienced in town.

Property Crimes has decreased 52.04 % for this year compared to last year during the same time period. Quality of Life Crimes has decreased 19.57 % for this year compared to last year during the same time period. *Normally jurisdictions may experience a 1%-5% increase in crimes during the warmer months. I commend every Altavista Police Officer for their outstanding performance and dedication to duty. (Chief Clay Hamilton)*

Arrests relating to Property Crimes and Quality of Life Crimes are significantly down year to date. This can be attributed to the following efforts by the police department: increased directive patrols in areas that have previously experienced crimes and increased partnerships with the citizens of Altavista through community policing initiatives.

Traffic summonses are significantly down year to date. This can be attributed to radar trailer deployment in areas where the department has received complaints of traffic problems and the issuance of traffic warning citations.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

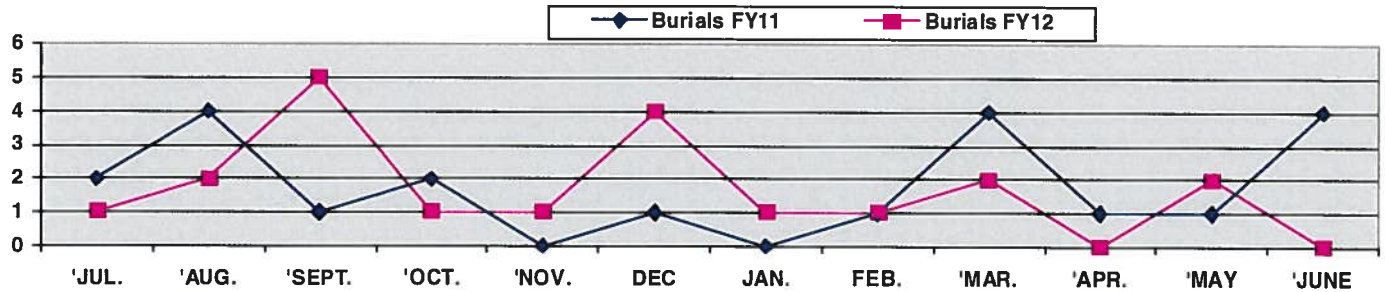
PUBLIC WORKS REPORT

MONTH OF JUNE 2012



CEMETERY

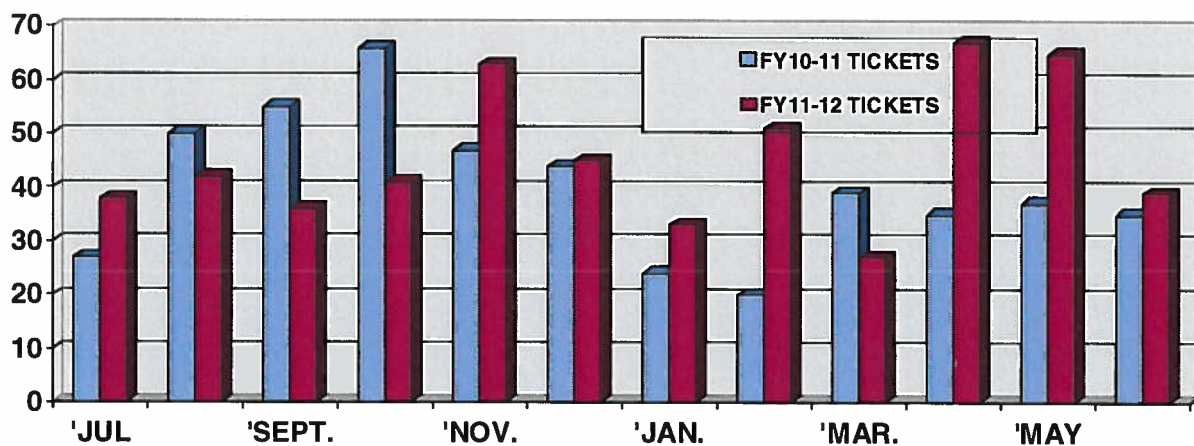
❖ BURIALS: 0



Buildings & Grounds Maintenance

❖ PARKS:

❖ MISS UTILITY TICKETS (39)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 78.21 tons.
- ❖ Uncle Billy's Day solid waste tonnage 2.46 tons.
- ❖ Total brush stops for the month. (192) Stops
- ❖ Total special pickup tonnage for the month 10.81 tons. (127) Stops
- ❖ Total weekend truck tonnage for the month 1.1 tons. (3) Trucks

SEWER & WATER

- ❖ Sewer (Video): Page 9 (953'/400'), 807 13th St. (75'), 1121 4th St. (125'/1-Manhole).
- ❖ Sewer (Clean): Page 9 (753'), Water Treatment Plant (480'), 807 13th St. (75'), 1121 4th St. (147'/1-Manhole).
- ❖ Sewer (Repair): Main St. (Ross Labs), War Memorial Ball Field, 811 Park St., 812 Park St., West Road.
- ❖ Sewer (Maintenance): Main St. (Ross Labs), 1100 Bedford Ave., Waste Water Treatment Plant.

Total Linear Footage (Video): 1,553' / 1 Manhole

Total Linear Footage (Clean): 1,455' / 1 Manhole

Emergency Overflow Pond - PCB Remediation

127 Reg. Hrs.

- ❖ Water (Repair): 1005 & 1007 Amherst Ave., Main St. (Hardees), 310 Main St., 811 Park St., Park St. and Franklin Ave., 55 Glade Ct., 511 Riverview Dr., 916 Park St., 719 Dowdy Ridge Dr., 163 Oliver Rd., 1608 Dale Ave.
- ❖ Water (Maintenance): 104 Wood Lane, Avoca Museum, 1301 Main St.
- ❖ Water (Install)New Service: Avoca Museum-Yard Hydrant, North Gate Court

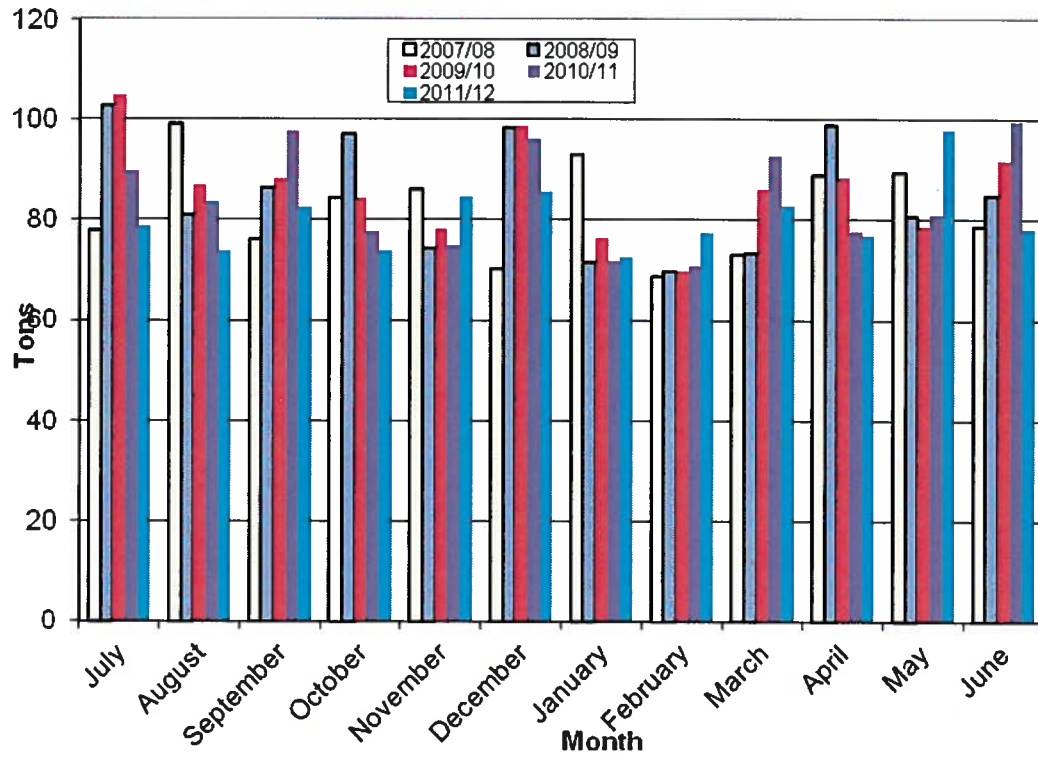
STREET MAINTENANCE

- ❖ Weekly Street Sweeping: Town of Altavista (49) Miles
- ❖ Bags of Litter (39)
- ❖ Yards of Concrete 5.5 yds.
- ❖ Weed Control Chemical-Gallons
(17) Streets, (56) Hwy, (70) Parks, (60) Vista Food Bank

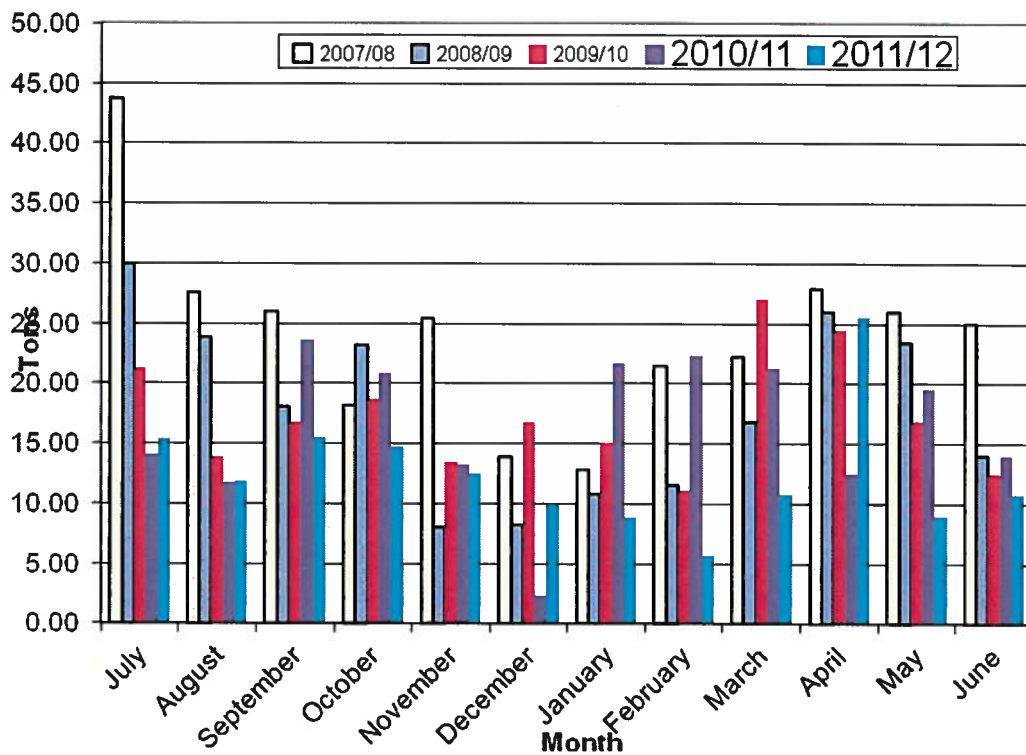
TRAINING

CPR/AED/First Aid Recertification – All Public Works Employees, 2-Town Hall, 2-Water Treatment Plant

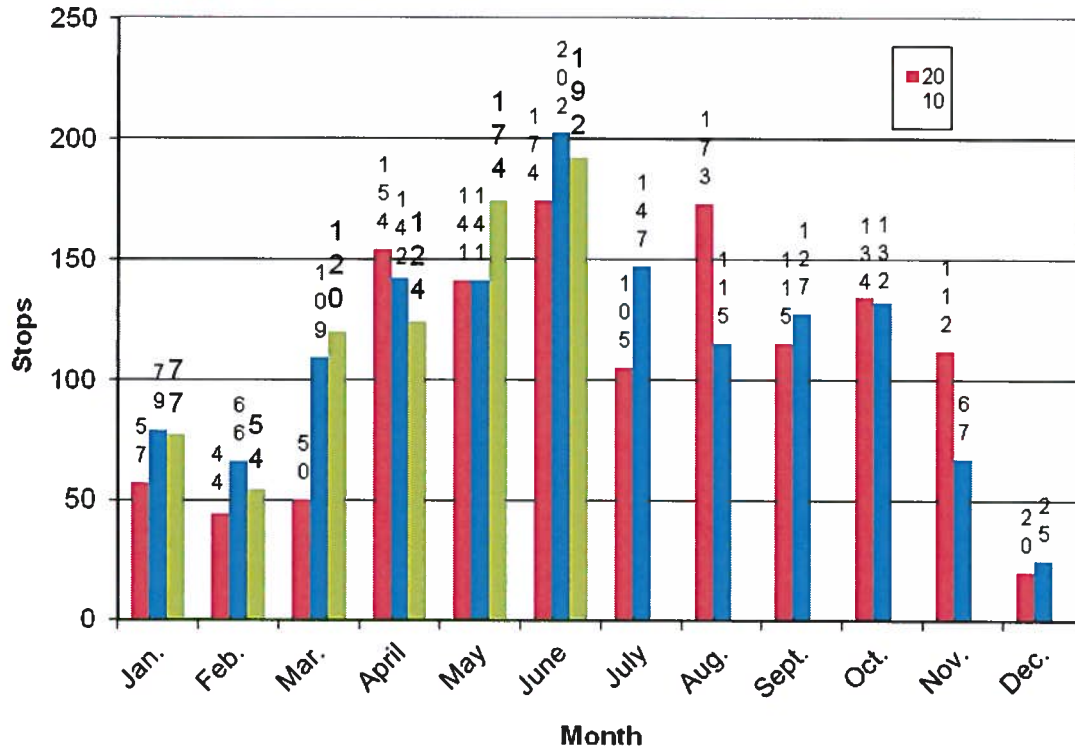
Solid Waste Comparison



Special Pick Up Comparisons



Brush Comparison



Transportation Department Monthly Report-FY2013

October 1, 2011 through September 30, 2012

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
October	805	34	3,631	\$ 401.00
November	849	37	3,601	\$ 351.00
December	1,076	46	3,995	\$ 500.00
January	813	35	4,028	\$ 413.00
February	875	38	3,914	\$ 476.00
March	983	40	3,856	\$ 428.50
April	872	38	3,685	\$ 462.50
May	1,028	41	4,010	\$ 472.00
June	*2,026	86	3,831	\$ 400.00

Total YTD **7,301** **38** **34,551** **\$ 3,904.00**

<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
Jan-11	391	208%
Feb-11	590	150%
Mar-11	481	204%
11-Apr	495	176%
May-11	551	186%
11-Jun	**1,617	125%

* Includes 315 UBD Shuttle- actual transit riders 1,712

**Includes 550 UBD Shuttle- actual transit riders 1,067

WASTEWATER

June 2012

SUMMARY

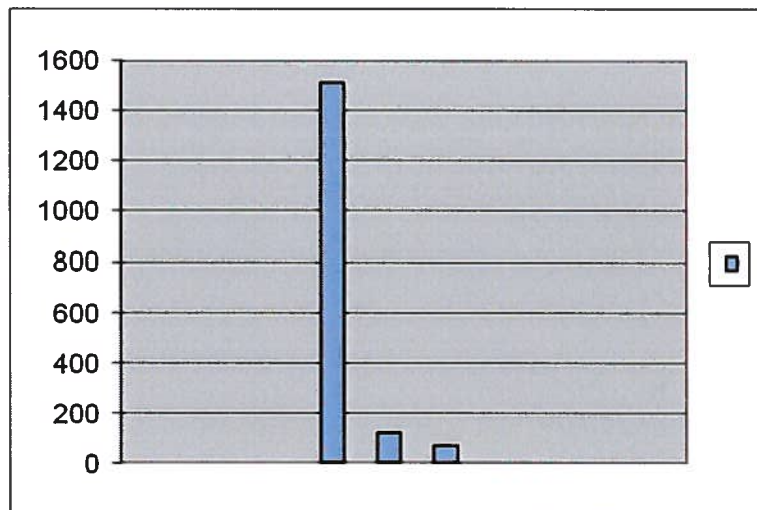
- Repaired floating aerator in Basin #2
- Repaired #1 grit classifier
- Public Works Dept. installed a Dock in the EOP for Dr. Sowers
- Dr. Sowers installed Sedimite test in EOP
- Employee out on medical leave returned to work
- Conducted Semi-Annual Industrial sampling
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 140 wet tons of sludge processed
- Treated 63.37 million gallons of water

June 2012

1514.5 Man Hours Worked

121 Sick Leave

67.5 Vacation Hours



Water Department Report

June, 2012

Water Production:

Water Plant: **48.3** million gallons of raw water treated.

Water Plant: **35.4** million gallons of finished water delivered.

Mcminnis Spring: **7.8** million gallons of finished water treated.

Mcminnis Spring: average 259,000 gallons per day and run time hours 16 a day.

Reynolds Spring: **6.3** million gallons of finished water treated.

Reynolds Spring: average 209,000 gallons per day and run time hours 13 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Town needs a contract between both parties, in order to receive water from CCUSA, and must be approved by Department of Health.

Electronics need to be repaired in order to receive water from CCUSA . Who pays the Town or CCUSA.

Water Sold:

Town of Hurt

Water Plant Averages for June, 2012:

Weekday: **16.1** hrs / day of production

1,805,000 gallons treated / day

Weekends: **10.3hrs** / day of production

1,152,000 gallons treated / day

Special Projects:

- CCR completed.
- Lost all pumping stations and springs at 9:00 PM Friday June 29th 2012.

Water Plant

- Staunton River pump station back in service 2:15 PM Saturday 30th June 2012.
- Clean out drain line to solids tank the 26th of June 2012.

- All C,I,P, items for last years budget completed.
- Reynolds Spring back in service the 3rd of July 2012 at 1:00 PM.
- Mcminnis Spring back in service at 9:00 AM July 4th 2012.
- All pumping station and Water Plant now operating at full capacity as of today July 5th 2012.